STATE OF S.C. PRINTING SPECIFICATION SHEET

The S.C. Government Printing Services Manual (1-1-98) shall be made a part of all Printing Procurement by reference.
MARK THE BOXES AND FILL IN THE BLANKS THAT ARE APPLICABLE. ☐ SEE ATTACHED SPECIFICATIONS.

VENDOR _____ **AUTHORIZED SIGNATURE** _____

DESCRIPTION: **View Book 2020 - Digital Letter Imprint for Envelopes & Shells**   AGENCY: **Francis Marion University**

AGENCY CONTACT: **Katherine Barnette** _____ PHONE NUMBER: **843.661.1224** _____

QUANTITY (per issue): _____ ISSUES (per year): _____ FLAT SIZE: _____ FOLDED SIZE: _____

PAGES: _____ ☐ PLUS COVER   ☐ SELF COVER   ☐ OTHER: _____

STOCK: Text: **100# Satin** _____   Other: _____

Cover: **100# Satin Cover** _____   Other: _____

INK: Text -   ☒ 1 Color **Black**   ☐ 2 Color _____   ☐ 3 Color _____   ☐ 4 Color Process

☐ 5 Color _____   ☐ 6 Color _____   ☐ Other: _____   ☐ Bleeds (No. ____)

Covers 1 & 4 -   ☒ 1 Color **Black**   ☐ 2 Color _____   ☐ 3 Color _____   ☐ 4 Color Process
(Front & Back)

☐ 5 Color _____   ☐ 6 Color _____   ☐ Other: _____   ☐ Bleeds (No. ____)

Covers 2 & 3 -   ☐ 1 Color _____   ☐ 2 Color _____   ☐ 3 Color _____   ☐ 4 Color Process
(Inside front
Inside Back)   ☐ 5 Color _____   ☐ 6 Color _____   ☐ Other: _____   ☐ Bleeds (No. ____)

MECHANICAL: Composition and Layout provided by -   ☐ Printer   ☒ Agency   ☐ Camera Ready   ☐ Negatives Furnished

☐ Other: _____

MEDIA: **Electronic Transmission -**   ☐ Modem   ☒ E-mail   ☐ Other: _____

Media Format -   ☐ IBM Comp.   ☒ Macintosh   ☐ Other: _____   ☐ File Copied to Media   ☐ File Printed to Media

Media Type-   ☐ 3.5" Floppy   ☐ 44/88/200/270 Syquest   ☐ EZ 135 Syquest   ☐ 3.5" Magneto Optical

☐ 5.25" Magneto Optical   ☐ 5.25" Compact Disk   ☐ Iomega ZIP   ☐ Iomega Jazz   ☐ Other: _____

Layout Program -   ☐ Quark Express (Vers. # ____)   ☐ PageMaker (Vers. # ____)   ☒ Other: **InDesign CC**

Graphics Program -   ☒ Illustrator (Vers. # **CC**)   ☐ Freehand (Vers. # ____)   ☒ PhotoShop (Vers. # **CC**)   ☐ Other: _____

Typefaces provided by -   ☐ Vendor   ☒ Agency   Typeface Brand: _____   Fonts used: _____

Color Separating by -   ☐ Vendor   ☒ Agency   **Color Trapping by -**   ☐ Vendor   ☐ Agency

PRINTER: ☐ PostScript   ☐ PCL   ☐ Other: _____

Imaging Resolution Required -   ☐ 600 dpi   ☐ 1200 dpi   ☐ 2400 dpi   ☒ Other: **300 dpi**

B&W SCANS: Line Screen Required: _____ Scan Resolution Required: _____ Size: _____ (No. _____) Size: _____ (No. _____)

FOUR-COLOR SCANS/   Line Screen Required: _____ Scan Resolution Required: _____

SEPARATIONS:

Provided by: ☐ Printer   ☒ Agency   ☐ Min. size(No. _____)   ☐ ½ Page (No. _____)   ☐ Full Page (No. _____)

Agency will provide   ☐ Transparency   ☒ Print   ☐ Art   ☐ Other: _____

Type of proof: ☒ Match Print   ☐ Dye Sublimation   ☐ Other _____

PROOFS: ☐ Laser (Sets ____)   ☐ Page (Sets ____)   ☐ Blueline (Sets ____)   ☒ Other **Digital**

FOLDING: ☐ Yes ☒ No ☐ Type _____   **SPECIAL APPLICATIONS:** ☐ Die Cut ☐ Scoring ☐ Perforations (No ____)

BINDING: ☐ Saddle Stitch   ☐ Perfect Bind   ☐ Side Staple   ☐ 3 Hole Drill   ☐ Collated

☐ Plastic Bind (Color _____)   ☐ Wire Bind   ☐ Other _____

PACKAGING: ☐ Boxed ____ per box   ☐ Wrapped ____ per pkg.   ☐ Shrink Wrapped _____ per pkg.

COPY READY DATE: ____ **DELIVERY DATE REQUIRED:** _____

☐ Inside Delivery _____

☐ ALL COPY, PROOFS,ETC. MUST BE PICKED UP AND DELIVERED IN PERSON BY CONTRACTOR REPRESENTATIVE WHO IS KNOWLEDGEABLE

AND CAPABLE OF DISCUSSING THE CONTRACT

COST SCHEDULE
Printing Specifications

Total Cost For Job/Issue $ _____

Delivery Date_____

Vendor _____ Authorized Signature _____

Optional costs will be used to adjust the cost for changes to specifications. All items marked must be filled out or bid may be rejected for being non-responsive.

☐ Cost per _____ for additional quantities at pressrun $ _____

☐ Cost per _____ for less quantities at pressrun $ _____

☐ Cost per reprint in lots of _____ within one year of award $ _____

Cost per signature to: ☐ Add 2 page signature $ _____   ☐ Delete 2 page signature $ _____

Cost per signature to: ☐ Add 4 page signature $ _____   ☐ Delete 4 page signature $ _____

Cost per signature to: ☐ Add 8 page signature $ _____   ☐ Delete 8 page signature $ _____

Cost per signature to: ☐ Add 16 page signature $ _____   ☐ Delete 16 page signature $ _____

☐ Cost per page for negative and re-stripping $ _____

☐ Cost for customer alteration: Laser Proof $ _____   Page/Blueline (per line) $ _____

☐ Cost per B&W Scan: Minimum $ _____   Half Page $ _____   Full Page $ _____

☐ Cost per duotone: Minimum $ _____   Half Page $ _____   Full-Page $ _____

☐ Cost per color separation: Minimum $ _____   Half-Page $ _____   Full-Page $ _____

Additional Information: